

Notification of Updated Billing Address

Date: [Insert Date]

Dear [Utility Company Name],

I am writing to notify you of an update to my billing address. Please update your records accordingly.

New Billing Address:

[Your New Address]

My account number is: [Your Account Number]

Please confirm that you have received this notification and that my billing address has been updated in your system.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]